



**CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
JOHN J. MONTGOMERY MEMORIAL CADET SQUADRON 36  
SAN JOSE CALIFORNIA**

1 January 2006

MEMORANDUM FOR ALL SQUADRON PERSONNEL

FROM: PCR-CA-334/CC  
2490 Cunningham Avenue  
San Jose CA 95148-1003

SUBJECT: Policy Letter #3, Squadron Testing Procedures (*modified from 13Aug 05*)

1. All leadership and aerospace tests will be administered on the first and third Tuesdays of the month. It is the cadet's responsibility to notify the cadet **commander** by phone, email or in person which achievement test they want to take and the preferred test date. This request must be turned into the cadet first sergeant at least one week prior to the test date selected.
2. Tests will be given promptly at 6:30 p.m. It is the cadet's responsibility to arrive on time. The test will be rescheduled if the cadet is late.
3. The test control officer has the discretion under special circumstances to authorize testing on an alternate prearranged date.
4. Promotion Review Boards (PRB) will be held on the second Tuesday of the month. It is the cadet's responsibility to discuss their preparedness with their flight commander and to notify the cadet first sergeant at least one week in advance of scheduled PRBs.
5. The Cadet Physical Fitness Test (CPFT) will be administered every other month on the fourth Tuesday. If a cadet fails the CPFT, he or she may retest on another day. It is the responsibility of the cadet to make arrangements for the retest with the test control officer. Cadets desiring a retest must complete all four events required for their physical fitness category.
6. All milestone award tests (Wright Brothers, Mitchell, Earhart, Eaker and Spaatz) need to be scheduled with the testing officer in advance.
  - a. It is the cadet's responsibility to ensure that the completed CAPF 52s are mailed or faxed (fax: 334.953.6699) to NHQ CAP/CPR after Phases I, II, III and IV.
7. Please address any questions regarding this policy to the test control officer.

A handwritten signature in black ink, appearing to read "Michael S. Montgomery, Jr.", written over a horizontal line.

MICHAEL S. MONTGOMERY, JR., Major, CAP  
Commander